

Personnel



**Executive Director-Comptroller
7E12**

*Noted by LKW
April 17*

The attached progress report for the month of March 1968, submitted by the Retirement Counseling and Placement Staff, includes figures on the attendance at the recent Retirement Seminar.

I believe that you will find this report of interest.

(signed) John W. Coffey

John W. Coffey

12 APR 1968

Acting Deputy Director for Support 7D18

SA-DD/S:RBW:dlk (11 Apr 68)

Distribution:

Orig - Adse w/O of DD/S 68-1795

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DD/S 68-1795: Memo dtd 3 Apr 68 to DD/S fr C/Retirement Counseling & Placement Staff, subj: Retirement Counseling and Placement Staff Progress Highlights During March 1968

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DDIS 68. 1795
3 April 1968

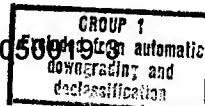
MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel

SUBJECT : Retirement Counseling and Placement Staff
Progress Highlights During March 1968

1. The first Retirement Seminar was successfully run 25 - 29 March 1968. Portfolios containing kits of selected material on the major themes of the seminar were compiled and given to the 178 employees leaving from 1 April through 31 December 1968. The five sessions had a total attendance of 1,579 with the daily attendance running from 275 to 394.
2. Officers of the RCPS have conducted research on nine possible incentive programs for encouraging early retirement. The establishment of a basis for early retirement determination and action was set down in my instructions as an essential requirement for the Program I was charged with establishing. In March an inclusive and practical concept of retirement incentive through the establishment of a controlled and participating Agency Reserve was forwarded for the consideration of interested offices. The concept so far has been well received and is undergoing further development.
3. An Agency Notice covering the new resume program is now being drafted by the Office of Personnel/Regulations Officer. It reflects the basic policy and procedural paper forwarded to the Regulations Officer in March which had received the prior concurrence of Security and Cover.
4. A question and answer booklet on the CIA Retirement System has been drafted. It has been under coordination with representatives of the Office of Personnel, OGC and OLC. It is now ready for a second review after which it will be forwarded for final Agency coordination. It will parallel similar booklets on the Civil Service and the Foreign Service retirement systems.
5. The Retirement Counselors have begun testing the counseling questionnaire as a checking device in appraising the scope of a retiree's retirement preparation and needs. A supplemental form for recording job assistance requests and the retirees' specific requirements is also ready for use in RCPS.

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6. Although the Five Year Letters faced some delay in reproduction, they are now completed, signed and being grouped by career service for distribution to 1973 scheduled retirees on the 9th of April.

7. Statistical summary of RCPS action for the month of March:

External Employment Assistance Branch

| | |
|--|----|
| New Retiree EEA Cases | 19 |
| New Resignee EEA Cases | 22 |
| Continuing Retiree Interviews | 19 |
| Continuing Resignee Interviews | 7 |
| Retiree Placement Status: | |
| Placed | 2 |
| Pending | 22 |
| Resignee Placement Status: | |
| Placed | 9 |
| Pending | 20 |
| Written inquiries concerning external retiree applications received and answered | 28 |
| Personnel files reviewed for outside investigators of employee external applications | 35 |

Retirement Counseling Branch


| | |
|--|----|
| Retiree Consultations: | |
| Full counseling interviews | 31 |
| Counseling discussions | 44 |
| Retiree Dossiers indexed and coded for Post-Retirement employment interests | 54 |
| Briefings and discussions with management (operating officials and career service representatives) | 16 |

STATINTL


Chief, Retirement Counseling and Placement Staff

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